



NORTHERN ROCKIES COORDINATING GROUP

May 17, 2005

To: Northern Rockies Agency Administrators

For the past several years the Northern Rockies has provided and utilized National Interagency Buying Teams to support major fire activities. The use of these teams has been very effective and efficient. The Northern Rockies has established two national buying teams for the 2005 fire season that are available to assist you in dealing with the procurement workload created by a large incident.

We have also developed short buying team pools to assist local procurement offices when a Type 2 or Type 3 team is called and they need additional procurement support. These teams are not designed to help with incidents with multiple or Type 1 teams. They also are not available to go out of the geographic area.

The teams work for and in the agency administrator's organization, generally working under the direction of the administrative officer or equivalent, supplementing the existing procurement organization. The teams are organized in a manner to that will allow them to begin working upon receiving a briefing from the agency administrator's representative.

The results of using a team should be faster turn-around times for acquiring goods or services, good property control, complete paperwork allowing for faster payments, and fewer problems to be resolved. This will reduce the follow-up and problem resolutions left over for the home unit at the end of the incident, thus allowing your procurement unit to resume normal business much earlier than in the past.

It must be emphasized the agency administrator or their representative will need to provide the incoming buying team with qualified equipment inspectors that have attended the NRCG Equipment Inspector's Workshop. These inspectors should have a thorough knowledge of the specifications of the equipment needed on the incident. They also need to be available to work with the team. Agency administrators need to provide their incident business operating guidelines and incident service and supply plan and brief the buying team on these items when they arrive.

Should you experience a fire or other incident that requires procurement support beyond your existing capabilities, you are encouraged to use a national buying team or a short buying team in lieu of requesting additional procurement specialists on a single resource basis.

Montana DNRC
Montana Firewardens Association
Montana Division of Disaster
and Emergency Services
MT Sheriffs and Peace Officers' Association

Bureau of Indian Affairs
Bureau of Land Management
National Park Service
US Fish and Wildlife Service

USDA Forest Service
Idaho Department of Lands
North Dakota Forest Service
Fire Chief's Association

Enclosed is the rotation schedule of the teams and a listing of the team members and alternates. If you have any questions, please contact Kathleen Benson at (406) 329-3525.

Sincerely,

/s/ James L. Kelton

JAMES L. KELTON

Chair, Northern Rockies Coordinating Group

Enclosure

Cc: Kathy Elzig, NRCC

BUYING TEAM DISPATCH PROCESS

The Geographic Area Coordination Center Dispatcher contacts the Buying Team Leader listed below as on-call. The Buying Team Leader is responsible for assembling the team and notifying the dispatcher of the names and locations of the team members. The dispatcher will handle all the arrangements.

Team members may fill any position for which they are qualified. For example, a person listed for equipment procurement could fill a supply procurement position or an alternate team leader could fill an equipment procurement position.

The Buying Teams are part of a national rotation and will be on call and available for 14-day periods. The team on call will have 24-hour response time (to report to a major airport) once requested. Team rotations will begin at 1300 on May 11, 2005 and end on February 28, 2006. Each rotation period shall begin at 1300 on the first day and end at 1300 on the last day. The National rotation will be the same schedule as the Northern Rockies rotation.

TEAM 1 Ron Schilz	TEAM 2 Jane Ottenheimer
5/11 thru 5/25	5/25 thru 6/8
6/8 thru 6/22	6/22 thru 7/6
7/6 thru 7/20	7/20 thru 8/3
8/3 thru 8/17	8/17 thru 8/31
8/31 thru 9/14	9/14 thru 9/28
9/28 thru 10/12	10/12 thru 10/26
November and January	December and February

Upon arrival at the incident, the team leader will contact the lead fire procurement official for the agency and Kathleen Benson (406) 329-3525, cell 406 370-0187. When problems arise during an assignment that cannot be resolved, either with the agency or the incident management team, the team leader will contact Ms. Benson.

TEAM 1	TEAM 2
BUYING TEAM LEADER	BUYING TEAM LEADER
Ron Schilz	Jane Ottenheimer
BUYING TEAM MEMBERS	BUYING TEAM MEMBERS
Bobbie Kayne	Martin Schmidt
Ramona Mean Evans	Jeanne Thompson
Inez Case	Nancy Cosgriff
Jean Schaak	Lori Decker
Rita Lind	Sandra Aiken
	Lori Koubek